

Linn County **Tobacco-Free** Workplace **Toolkit**



Public Health
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Linn County, Iowa

Made possible by funding from the Department of Health and Human Services,
and the Iowa Department of Public Health, Division of
Tobacco Use Prevention and Control.

Dear Linn County Employer:

Congratulations on taking your first step to becoming a tobacco-free worksite! A tobacco-free campus is one of the easiest and least expensive actions you can take toward creating a healthy work environment for both employees and clients.

There is no safe use of tobacco. In Iowa alone \$1 billion dollars is spent each year treating tobacco related disease. In Linn County that is an estimated \$69 million per year in health care related costs associated with tobacco use. Businesses can help reduce these costs and their own costs by becoming a tobacco-free workplace. Support your community, support your employees.

Tobacco is not just about the cigarette. In today's tobacco market many new products are being introduced designed to be used in smoke-free settings. Products like Snus, Orbs, Strips, Sticks, and other dissolvable tobacco are being marketed as a healthy alternative and a way to get around the Iowa Smoke-Free Air Act. These harmful products are NOT a safe alternative to smoking and are reported to contain twice the amount of nicotine as a cigarette as well as chemicals such as coumarin, a substance linked to liver damage and banned by the FDA.

Enclosed in this kit are materials to help you in the implementation of becoming a tobacco-free business. Included are examples from local Linn County businesses that have become tobacco-free and their stories, Quitline materials for employees and Human Resource staff, as well as "Tobacco-Free Campus" clings, and cessation availability resources.

Thank you and we look forward to helping you create a healthy environment for the present and the future generation of employees,

Sincerely,



Curtis W. Dickson, M.Ed.
Public Health Director
Linn County Public Health



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Table of Contents

Tobacco Costs My Business How Much?	3
Insurance and Property Damage Cost.....	4
Do the Math	5
Examples of Tobacco-Free Businesses	6
How to Become a Tobacco-Free Business.....	7
Linn County Cessation Resources	9
Examples of Tobacco-Free Signage.....	12
Footnotes.....	12



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Guide to Tobacco-Free Campuses

Developed by the Tobacco Public Policy Center at Capital University Law School

Congratulations on making the decision to go Tobacco-Free!

It's now the law to provide a smoke-free indoor air environment for your employees. But why stop there? You can take the next step toward a healthier, more productive, and more profitable workplace by making your entire campus tobacco-free. This kit will give you the tools you need.

Communicating Your Policy

Communication of any new company policy is key to its success and smooth integration, and it is especially important when implementing a new tobacco-free policy. **We recommend that:**

- Employees are given at least three months advance notice of the policy.
- The company provides tobacco cessation services and education to employees who would like to kick the addiction.
- Signs announcing the policy are prominently displayed around the campus so that visitors are aware of the policy upon entering the property.

Campus-Wide Policy

You'll notice that our policy is a "campus-wide" policy that prohibits tobacco use not just indoors, but on all company property. We encourage campus-wide policies as opposed to "building-only" policies, because it promotes the concept of overall health and wellness for employees. Such policies also make quitting tobacco use easier for employees to successfully accomplish.

Customizing Your Policy

Please keep in mind that the model policy is just that—a model to be used to help guide you in developing your own tobacco-free policy. Every company's needs and culture are different and you may want to keep the following in mind when tailoring the policy to fit your company's objectives:

- Introduce the policy in a positive manner—make it a celebration of wellness!
- Avoid effective dates during cold winter months.
- Make sure you give notice of any new policy in accordance with your company's personnel handbook.
- Collaborate with labor unions, if relevant.
- Provide incentives for employees who choose to kick the tobacco addiction.
- Combine your tobacco policy with an overall workplace wellness program